CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
BUSINESS INFORMATION SYSTEM PROGRAM
DUTY STATEMENT

LEVEL: ASSOCIATE INFORMATION SYSTEMS ANALYST TITLE: BIS Program Support Analyst - EHS	POSITION NUMBER: 065-501-1470-804

WORK SETTING: Under the general supervision of the Data Processing Manager II, Environmental Health and Safety (EHS) in the Business Information System (BIS) program, the Associate Information Systems Analyst Specialist (AISA Spec.) performs independent analysis of the system for the development and training for the end-users of the Enterprise Resource Planning (ERP) Solution for the California Department of Corrections and Rehabilitation (CDCR). The AISA (Spec.) performs analytical duties, at the full journey level, related to the collection of data and trend analyses of occupational and public health programs for employees of the CDCR. The incumbent works with Enterprise Information Systems (EIS) and EHS staff to implement new functionality into the EHS module which was developed to track and control the annual CDCR employee Tuberculosis (TB) screenings and vaccination program. The AISA (Spec.) develops, refines, and maintains other program monitoring tools that will help to identify problem areas in occupational and public health within the CDCR facilities (e.g. prisons with high exposure rates).

The primary goal of the BIS Program is to maintain an integrated, automated, and standardized ERP Solution for the Department. This position requires that the incumbent perform the essential functions of using a computer for data entry and development into both word processing and technical software. The incumbent must possess excellent grammatical, writing, and speaking skills, a working knowledge of Word, Excel, Visio, Adobe Print Shop, and PowerPoint. Some stooping and lifting may be required in the retrieval and/or movement of documents and policy materials and/or the use of a hand cart to transport documents and/or equipment.

Travel and overtime may be required.

CONTACT WITH OTHERS: The incumbent has regular contact with:
- <u>Adult Institutions and Juvenile Justice Facilities</u> — Warden, Chief Deputy Warden, Associate Warden, Business Manager, Superintendent, Executive Superintendent, Assistant Superintendent, and Business Operations.
- <u>Headquarters</u>—Accounting Management Branch, Budget Management Branch, Business Management Branch, Office of Facility Management, Office of Contract Management, Enterprise Information Services Division, Human Resources, Office of Labor Relations, Office of Civil Rights, Office of Risk Management and Policy and Evaluation Division.
- <u>Control Agencies</u>—State Controller's Office, Department of Finance, Department of Personnel Administration, Department of Technology Services, State Compensation Insurance Fund and Department of General Services.

SUPERVISION EXERCISED: N/A

SUPERVISION RECEIVED: Data Processing Manager II

DUTIES:
35%   **System/Service Enhancements:**
- Resolves the complex technical questions and problems regarding the EHS module
- Designs, configures, tests, and implements new functionality, including enhancements or application of new business alignments to existing functionality in the EHS SAP modules (Contracts)
- Develops and/or perform technical analysis of proposals
- Determines the impact of upgrades to existing systems and services
- Performs evaluations and recommendations approval/rejection of new systems and special purpose vendor supplied applications
- Analyzes, tests, installs special purpose vendor supplied software packages, operating systems, and utility software upgrades and patches
- Researches, tests, and implements network/workstation configuration changes
- Develops effective solutions for the implementation of new functionality with other SAP module Technical and Functional team members and all impacted business owners to ensure integration issues and possible impacts have been identified and properly addressed.

- Designs basic reports and assist in the design of complex reports

30% **Project Management:**
- Contributes towards the development and review of project related documentation such as Request for Proposals, Feasibility Study Reports, Post-Implementation Evaluation & Review
- Develops budgetary, contractual, and administrative requirements
- Responsible for identifying and applying requirements of oversight and regulatory agencies
- Performs as project lead, reporting tasks and implementation plans
- Performs post-implementation evaluation reviews
- Applies creative thinking in the design and development of methods of processing information with the SAP information system to ensure clients are provided constant support of the EHS business processes

25% **Service Disruptions:**
- Work with analyst for systems troubleshooting
- Works with technical advisors in solving system problems and achieving the best use of available hardware/software resources
- Coordinates with vendors to report/troubleshoot special purpose vendor supplied application software problems
- Responsible for identifying and resolving problems with system and configuration software

10% **Administrative/Training**
- Keeps current with IT trends and products, especially those related to SAP, the CDCR Client/Server applications, network configurations, SAP procedures and roles and State directives
- Conducts training to end users and lower level analyst
- Prepares status reports

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.	
Employee's Signature	Date
Supervisor's Signature	Date